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To Headteachers of all Norfolk LEA Schools

Dear Headteacher

REPORTING AND TRANSFER OF INFORMATION PACK - 2003

This letter accompanies the updated LEA Reporting and Transfer of Information Booklet which details statutory requirements and LEA procedures. All schools are being sent the same booklet with updated Year 2 and Year 6 report sheets.

The pack contains:

- SEN alert sheet;
- Year 2 and Year 6 end of key stage reports (with all necessary national comparative data);
- Guidance and timescale for meeting statutory requirements and completion of the documentation.

There are no changes to the curriculum information sheets or the report formats from last year so those sent in April 2002 should be used this year. The formats for reporting to parents are also on Esinet.

I hope this pack enables you to plan effectively for the transfer of information so that the maximum continuity and progression for pupils is assured.

Many clusters have agreed further arrangements which reflect local needs and enhance the minimum, and the LEA fully supports these.

If you have any further queries about the transfer of information please contact Sue Cosson on 01603 433276.

Yours sincerely,

Bryan Slater
Director of Education